



MANAGEMENT ASSISTANT (Wellington)

The Embassy of the United States of America in Wellington is seeking an individual for the position of Management Assistant.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! Working in an organization with very low employee turnover, this stable, secure security position is a permanent, full-time vacancy. The Management Assistant will directly report to the Management Specialist and will provide Administrative/Secretarial duties to the Management Office of the Embassy.

To be successful in this role, you will have a minimum of two to three years of progressively responsible experience in an administrative role in an office setting. Your work experience will include arranging travel and accommodations for VIPs, drafting organization wide notices, memos and policies, performing purchasing and basic payroll and providing overall office support.

We are looking for a highly organized and motivated administrative professional with the ability to deal tactfully, yet effectively with Embassy personnel, the Executive Office, visitors, other Diplomatic Missions, local government officials, and a host of vendors. The successful candidate is expected to advise and provide daily guidance on Embassy policies, and procedures, and display outstanding customer service skills.

The salary range for this position is from NZ\$48,261 to NZ\$54,594 gross per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - a total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks. This position has an anticipated start date sometime in the next 2-3 months after the closing date.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov.

Applications close at 5pm on Friday 22 February, 2013.

Note: *Due to the volume of applications, only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.*